

**BY ORDER OF THE
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE BASE
INSTRUCTION 41-1**

1 AUGUST 2003

Health Service

**PUBLIC ACCESS DEFIBRILLATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 437 ADOS/SGGF (Maj. Mark A. Seldes)

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This instruction established Charleston Air Force Base's Public Access Defibrillation (PAD) program, and implements public law. The program provides for Automated External Defibrillators (AED) to be placed in strategic locations on the installation to allow access by trained individuals to use in reviving personnel during certain cardiac crises prior to arrival of emergency medical personnel. It identified responsibilities, maintenance, quality assurance, and documentation requirements.

1. Responsibilities:

1.1. 437th AW/CC. The Wing Commander has the overall responsibility for the PAD program. The 437th AW Commander directs the Commander, 437th Medical Group to ensure proper medical objectives are maintained for the PAD program.

1.2. 437th MDG/CC. The Medical Group Commander is responsible to the 437th AW/CC for implementation of the PAD program. The MDG/CC will ensure all medical objectives are maintained and provide professional guidance on program administration. The MDG/CC will appoint in writing a Medical Director and Program Coordinator for the PAD program.

1.3. Medical Director. The medical director will be a physician, proficient in emergency medical services protocols, cardiopulmonary resuscitation (CPR), and the use of AEDs in accordance with federal (FTCA, 28 U.S.C. sections 1346(b), 2671-80) and SC state law (Title 44 Chap. 76). The medical director is responsible for providing oversight for training, emergency medical services coordination, protocols, standing orders, and formulation of AED deployment strategies. The Medical Director will develop quality assurance and guidelines for use of the AED and will review or have a designated representative review all event summary sheets within 5 days of AED use.

1.4. Program Coordinator. The program coordinator will be appointed from the staff of the 437 MDG, normally the Human Resources and Development Flight. As a minimum, the Program Coordinator will be a Basic Life Support (BLS) CPR Instructor Trainer. The Program Coordinator will:

- 1.4.1. Oversee all training processes for adult CPR, including AED training.
- 1.4.2. Be responsible for providing recommendations to squadron commanders for individuals to serve as Site Coordinators.
- 1.4.3. Provide annual inspections of site AEDs and maintain documentation of those inspections.
- 1.4.4. Maintain a master list of the location (building number and room) of all AEDs on Charleston AFB, all Site Coordinator names and phone numbers.
- 1.5. Site Coordinators. The site coordinators, will be the building custodians and as a minimum, be trained in BLS/AED and appointed in writing by the unit commander. The site coordinators will:
 - 1.5.1. Be responsible for the AED and ensure all required inspections and maintenance actions are accomplished in accordance with the manufacturer's manual.
 - 1.5.2. Designate target responders.
 - 1.5.3. Ensure proper user AED training is conducted and documented in the Job Safety Training Record.
 - 1.5.4. Not remove or relocate the AED without first informing the Program Coordinator in writing of the new location and need.
 - 1.5.5. Not install additional AEDs or replace existing AEDs without written approval by the 437 MDG/CC.
- 1.6. Targeted Responders. "Target Responders" are those individuals who have been identified as likely first responders to operate the AED located in their facility in the event of an emergency. It is not necessary that all military members or civilian employees of a work center be specifically trained in the use of the AED. This equipment is labeled for use by a "new user" and includes automated voice prompts that instruct an individual in its use. A core group of personnel most likely to be called upon to use the AED will be identified as targeted responders. Targeted responders should be comprised of a percentage of personnel determined by the Site Coordinator based upon staffing, type of facility, continuity, and risk. For example, where there is a permanently manned front desk, as in a service organization, it may be appropriate to train only front desk personnel. Where there are multiple maintenance work centers in a large building, all of which work with high-voltage electrical equipment, it may be appropriate to train one or more supervisors in each work center. Those individuals identified as targeted responders will, as a minimum, be trained in existing MDG-approved adult CPR and AED course. Targeted responders will contact Program Coordinator to schedule BLS/AED training.
- 1.7. Events Summary Sheet. An events summary sheet ([Attachment 1](#)) will be completed by the individual using an AED on a victim and forwarded to the Medical Director or designee within 24 duty hours of use of the AED.

2. Maintenance. 437th Medical Group Medical Equipment Repair (437th MDSS/SGSLR) will serve as the point of contact for Site Coordinators and the manufacturer representatives concerning any problems with AEDs. Additionally, Medical Equipment Repair will be responsible for any inspections or maintenance beyond the Site Coordinator's ability to accomplish using the manufacturer owner's manual. Generally, AEDs are stand-alone, maintenance-free equipment with a battery life of roughly 5 years. Units are generally of the cost and design to be replaced when they approach their 5-year life expectancy, rather

than be removed for service and/or repair. Installation of AEDs will be coordinated through base CES and the Site Coordinator.

3. Quality Assurance. The Medical Director or designee will review all event summary sheets to assess quality of care in accordance with state law. Additionally, the 437th Medical Group Executive Committee of the Medical Staff (ECOMS) will review all event summary sheets. The Medical Director will report to ECOMS any completed event summary sheets within 48 duty hours of the occurrence.

4. Use. Use of AEDs will be in accordance with the manufacturer's instructions on the AED. The AED itself detects the lack of heartbeat in the victim and will instruct when AED shock should be administered. The "911 Safety System" will be alerted as soon as possible upon discovery of a victim requiring BLS. General electrical safety procedures will be followed, including:

- 4.1. Do not use the AED when the rescuer or victim is soaking wet or standing in water.
- 4.2. Do not use the AED in areas of high concentration of volatile gas or combustible fumes.
- 4.3. Do not attempt to use the AED if the patient is still in contact with "live voltage" electrical wiring that caused the heart stoppage.

5. Requests for New AEDs. Any work center wanting a new or additional AED will submit the equipment request through squadron channels for funding. All purchases must be made by the 437th Medical Group, Medical Logistics Flight, to ensure purchases are standard, equipment model and serial number are recorded for possible equipment safety recalls (received through Medical Logistics), and installation locations (building and room) are provided to the Program Coordinator.

BROOKS L. BASH, Colonel, USAF
Commander

Attachment 1**GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AED—Automated External Defibrillators

BLS—Basic Life Support

CPR—Cardiopulmonary Resuscitation

ECOMS—Executive Committee of the Medical Staff

PAD—Public Access Defibrillation

Attachment 2

EVENT SUMMARY SHEET

Location of event: _____

Date of event: _____ Time of event: _____

PAD oversight physician: _____

PAD program coordinator: _____

Victim's name: _____

Was the event witnessed or non witnessed? _____ Witnessed/Non-Witnessed

Name of training rescuer(s):

Internal response plan activated? **YES/NO**

Was 9-1-1- called? **YES/NO**

Was pulse taken at initial assessment? **YES/NO**

Was CPR given before the AED arrived? **YES/NO** If yes, name(s) of CPR rescuer(s)

Were shocks given? **YES/NO**

Total number of shocks _____

Did victim...

Regain a pulse? **YES/NO**

Resume breathing: **YES/NO**

Regain consciousness? **YES/NO**

Was the procedure for transferring patient care to the emergency medical team executed? YES/NO

Comments:

Any problems encountered?

Printed name of person complete with daytime and nighttime contact phone numbers

FAX PRINTED SHEET TO 437TH MDG/PAD PROGRAM COORDINATOR

FAX# 843-963-6903, DSN 673-6903